



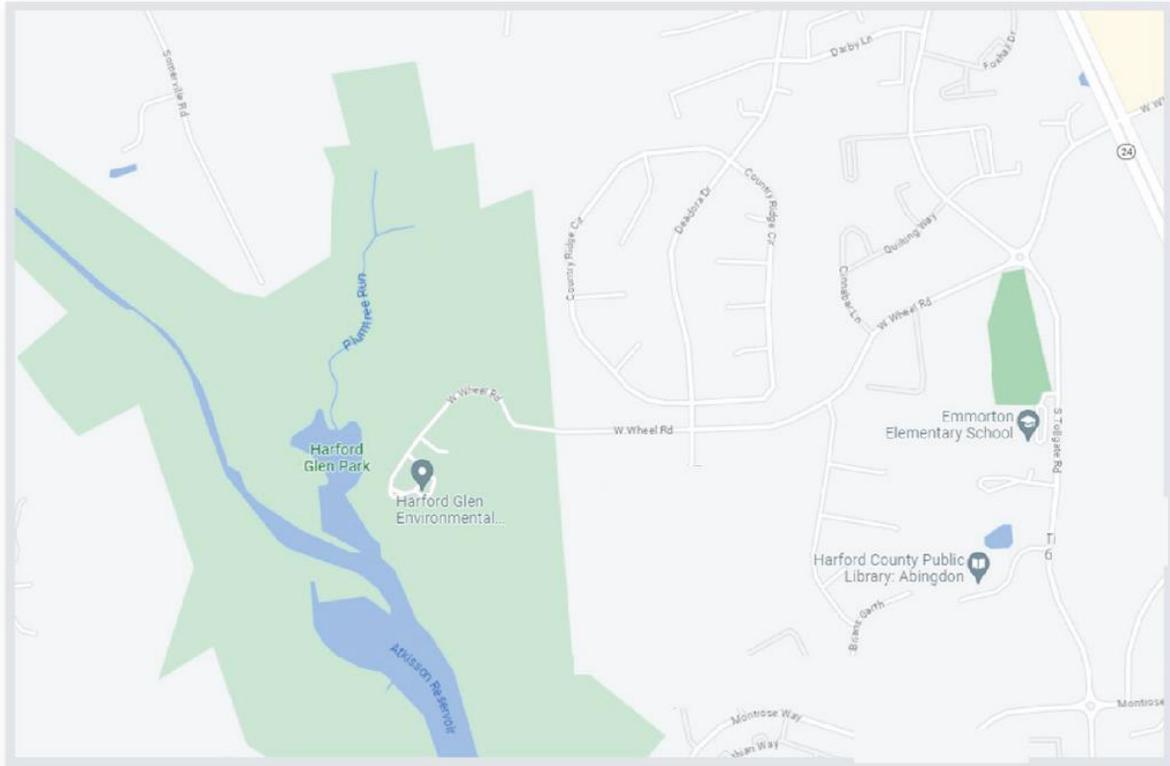
# Outdoor Education Program

## Counselor Information and Required Forms

**Student Name, High School and Session**

Harford County Public Schools  
102 South Hickory Avenue  
Bel Air, Maryland 21014

# HOW TO REACH HARFORD GLEN



## DIRECTIONS:

From Route 24, turn west onto Wheel Road (the light for Wheel Road is next to the Festival Shopping Center), go straight through the traffic circle at Tollgate Road and continue until Wheel Road reaches a dead end at the Harford Glen gate. The distance from Route 24 to the gate is about one mile.

If the main gate on Wheel Road is closed when you arrive, please use the call box at the gate to notify the staff that you have arrived. The automated gate will be opened and will immediately close behind you. Follow the signs to visitor parking and make the first left, right before the yellow gate, to park in the lot next to the Dining Hall.

Congratulations! You have been selected to volunteer as a counselor for the Harford Glen Fifth Grade Residential Outdoor Education Program. The dates of your session are printed on the front of this packet. You have been assigned to a session that you and your parents chose on your application, so please do not ask to switch sessions.

**Right now:**

- Carefully read this packet and the **Counselor Handbook** sent to you as an email attachment. If you would like to receive a paper copy of the handbook, email your name, high school and homeroom teacher to [Melanie.Kane@hcps.org](mailto:Melanie.Kane@hcps.org). Allow two weeks for delivery.
- Share the dates of your session with your family and all your teachers, coaches, job supervisors, etc.
- Arrange transportation both to and from Harford Glen. You are expected to arrive by 8:00am on the first morning and to remain at Harford Glen until 2pm on the last day of your assigned session. If you must leave to attend class, work, sports, etc., you must complete a **Dismissal Form** and bring it with you on the first morning.

**One week before your session:**

- Expect a text, email, and phone call from Harford Glen. For us to plan your session thoroughly, you will need to respond to those messages by the deadline stated in the email.
- Give your homeroom teacher the **Participation Notification** form to assure that you are not marked absent while you are volunteering in this Harford County Public School program.
- Complete the required **Permission Form**.
- If you must leave during the day, complete the **Dismissal Form**.
- Give your teachers the **Assignment Sheets**.
- Your school nurse will send the Harford Glen nurse your HCPS **Consent for Administration of Approved Discretionary Medications** form and any medication permission forms already on file at school. If you need to take additional prescription or non-prescription (over-the-counter) medication or doses while at Harford Glen, complete the **Harford Glen Medication Policy and Permission Form** found in this packet.

**On the first morning of your session:**

- Plan to arrive promptly in the Chickadee Room by 8:00am for the team meeting. You will receive your final schedule of activities during this meeting. If it is more convenient for your family to drop you off before 8:00am, the Chickadee Room will be open by 7:00am and you are welcome to work on your school assignments there until the team meeting begins. Please notify us if you will be arriving early so we know when to expect you.
- Check the **Counselor Equipment List** to assure you are prepared.
- Have all completed forms ready to turn in at the team meeting.
- Use the black call box to let us know you have arrived if the main gate on Wheel Road is closed. Once inside the gate, follow the signs and make the first left to park in the visitor lot up the hill, next to the Dining Hall. From the parking lot, walk past the Dining Hall and follow signs to the nurse's office. The Chickadee Room is on the first floor of the Plumtree Run building, behind the brown stairs, next to the nurse's office.
- In the event of any last-minute emergency, please call Harford Glen to notify us. We are counting on you to be here and are looking forward to working with you.

If you or your parents/guardians have questions about the counselor program after you have read this packet and the **Counselor Handbook**, please contact Harford Glen prior to your assigned session. You are welcome to call 410-638-3903 or e-mail [melanie.kane@hcps.org](mailto:melanie.kane@hcps.org).

## **HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER** **COUNSELOR RULES**

Counselor volunteers must follow all Harford County Public School rules detailed in the current Parent-Student Handbook as well as those which apply to special circumstances at Harford Glen. **Failure to comply with the rules may result in serious consequences.**

\*Each counselor volunteer must submit all applicable forms. He or she is also responsible for notifying all high school teachers and collecting class assignments before the session.

\*Counselors may not transport or have in their possession any personal medication or fifth grade student medicines.

\*Counselors will spend their study time in the Chickadee counselor area; they will not be outside, on the trails or anywhere else not designated by the Harford Glen leadership.

\*The Harford County Public School dress code will be followed at Harford Glen.

\*Counselors may not leave Harford Glen for any reason without written permission of a parent/legal guardian on the **Dismissal Form**. They must sign out in the nurse's office when leaving and sign back in when returning to Harford Glen.

\*Public displays of affection are inappropriate and are not permitted.

\*The use of cell phones is not permitted during lessons and activities. Cell phones, cameras or any device that can take photographs are not permitted in lodges and restrooms.

\*Photographs and videos taken at Harford Glen must not be posted on the internet. To do so would be a violation of Harford County Public Schools privacy policies, as well as the trust of the participating students, parents, teachers, administrators, and Harford Glen educators.

\* The Harford Glen staff will build and tend all campfires.

\*If a high school student violates any rule, severe consequences, which may include suspension from school, will result and the counselor volunteer will be banned from participating in future Harford Glen sessions. Parents of such counselors may be called to take their student home. The counselor's high school will be notified about the incident and further action may be taken by the school administration. Harford Glen is required to call law enforcement if the law has been broken.

The signatures of the counselor volunteers and their parents/guardians on the counselor application serve as confirmation that they have been advised of these expectations and that the counselor volunteer agrees to abide by these policies.



## Residential Program **Inclement Weather Policy**

### Delay on the first day of the program

If HCPS delays the opening of school on the first day of the program, the Harford Glen Program will also be delayed the same amount of time.

- For example, if HCPS delays opening of schools for two hours, the bus will pick up the fifth-grade students at school at 11:00 am (or 11:30 for fourth tier schools).
- In addition, instead of the counselors arriving at Harford Glen at 8:00 am, they should arrive at 10:00 am.

### Cancellation on the first day of the program

If HCPS cancels school on the first day of the program, the Harford Glen program will also be cancelled for that day. Whenever schools open the following day, whether it is on time or a delayed opening, busses will arrive to pick up the fifth grade students. If it is a delayed opening, see above.

Counselors should report to Harford Glen based on the inclement weather call by HCPS. If school is on time, report at 8:00am. If school is two hours delayed, report at 10:00am.

### Cancellation on the first AND second day of the program

If HCPS cancels school on the first and second day of the program, the entire session will be postponed to a later date.

### Threat of inclement weather during the program

If severe weather is forecast during your session, the Harford Glen staff will consult with school administrators and the transportation division of Harford County Public Schools to determine whether the students will remain at Harford Glen, if the session will be modified, or if the session will be cancelled and rescheduled.

**\*\*The HCPS automated telephone/text/email messaging system will be used to notify parents and guardians if inclement weather changes the Harford Glen schedule. Please ensure that all emergency contact phone numbers are up to date and that the number provided is one where a parent or guardian can be reached at any time of day or night during your child's visit to Harford Glen.\*\***



## **HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER** **COUNSELOR EQUIPMENT LIST**

**Please label everything you want to keep!**  
**All personal property brought to Harford Glen is your responsibility.**

### **Wear:**

- Comfortable walking shoes (no sandals or flip flops) and long socks
- Clothes and appropriate outerwear that can get muddy and/or wet
- A watch (*cell phones may not be used to check time*)

### **Bring a book bag with the following items:**

- REQUIRED – HCPS laptop and resources for all classes
- REQUIRED – **Permission Form**, signed by a parent/guardian
- IF APPLICABLE – **Dismissal Form**, signed by a parent/guardian
- IF APPLICABLE – Medication and **Harford Glen Medication Policy and Permission Form**, supplied by your school nurse and signed by a parent/guardian and an authorized prescriber
- Hat
- Reusable water bottle labeled with your name
- Extra outerwear based on weather forecast (raincoat/poncho, sweatshirt, warm coat, winter hat, gloves or mittens, etc.)
- (Optional) Sunscreen and/or bug repellent lotion or wipes (no sprays)
- (Optional) Disposable camera or camera with fresh batteries
- (Optional) Lip balm
- (Optional) Snacks and drinks

### **Pack in two 13-gallon kitchen trash bags, clearly labeled with your name:**

- Pillow and case
- Sheets and blankets **OR** sleeping bag
- 1 pair of pants (*and 2 pairs of shorts if warm weather is forecast*)
- 2 shirts
- 2 pairs of long socks
- 3 sets of underwear
- 1 pair of pajamas
- Warm shoes/boots (*for cold months*)
- Reading material for Sustained Silent Reading (SSR) in the lodges
- Two extra 13 gallon kitchen trash bags for the trip home
- Bath towel/Wash cloth

Continued on next page →

- Soap/Shampoo/Conditioner
- Hairbrush/Comb
- Deodorant
- Toothbrush/Toothpaste/Dental floss
- (Optional) Flip-flops (for showers only)
- (Optional) Hair dryer

This counselor equipment list is for a three-day session. If you are staying for five days, you may bring a third 13-gallon kitchen trash bag with the additional clothes you will need for the longer session.

**Do not bring:**

- ✗ Knives, firearms, matches, and lighters
- ✗ Flashlights
- ✗ Valuables and electronics
- ✗ Luggage, suitcases, duffel bags, and stuffed animals

**ALLERGY NOTICE**

Harford Glen is an outdoor facility with a Dining Hall, so other allergens may be present on the property. Please be very thorough when describing all allergies and accommodations required on the Medication Policy and Permission Form. The school nurse's office conducts annual anaphylaxis awareness training for staff and maintains a shared updated list of students and staff with severe allergies. Families who have questions or concerns about allergies at Harford Glen are directed to speak to the Harford Glen nurse prior to the residential outdoor education experience.

# Typical Harford Glen Schedule

A final schedule will be distributed at the first team meeting

\*If you are staying for 5 days, the schedule repeats for Wednesday, Thursday and Friday.\*

First Day	
8:00	Counselor team meeting in the Chickadee Room
9:00-9:30	Busses depart elementary school
9:30	Welcome gathering in Pavilion or Dining Hall
10:30	Settle into lodges, fire drill
11:45	Lunch
12:45	Environmental Stewardship lesson
3:45	Recess
4:15	Reflections/ Counselor team meeting
5:00	Dinner
6:00	Binocular Basics lesson
7:15	Campfire program
8:00	Snack
8:30	Clean up and showers
9:15	Sustained silent reading
9:30	Lights out and quiet in lodges

Second Day	
7:00	Rise and shine
7:30	Class/Counselor meeting
7:45	Breakfast
8:45	Bird's Eye View lessons
11:45	Lunch
12:45	Environmental Stewardship lesson
3:45	Recess
4:15	Reflections
5:00	Dinner
6:00	Teacher Choice lesson
7:15	Campfire program
8:00	Snack
8:30	Clean up and showers
9:15	Sustained silent reading
9:30	Lights out and quiet in lodges

Third Day	
7:00	Rise and shine Pack and clean up lodges
7:30	Class meeting
7:45	Breakfast
8:45	Teacher Choice lessons
11:00	Lunch
11:45	Final Reflections led by the Harford Glen Teachers
12:00	Student busses depart Harford Glen to return to elementary school
12:10	Counselor team meeting and session wrap up
2:00	Counselors depart

## Harford Glen Residential Outdoor Education Program Menu

	First day	Second day	Third day
<b><u>BREAKFAST</u></b>		7:45-8:45am <b>Breakfast Pizza</b> Choice of Cereal  Fresh Fruit Yogurt Milk/Choice of Juice/Ice water	8:00-9:00am <b>French Toast Sticks w/syrup</b>  Choice of Cereal Fresh Fruit Yogurt Milk/Choice of Juice/Ice water
<b><u>LUNCH</u></b>	11:45am - 12:45pm <b>Orange Chicken</b> <b>CHIK'N Nuggets</b>  Brown Rice Steamed Broccoli Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	11:45am-12:45pm <b>Hamburger/Cheeseburger/Veggie Burger</b>  <b>Hot Dog</b> Baked Beans Fresh Fruit Salad Bar Milk/Choice of Juice/Ice water	10:50-11:30am <b>Bagged Lunches</b> <b>Choice of: Turkey &amp; Cheese, Ham &amp; Cheese or Cheese Sandwich</b>  Fresh Fruit Sun Chips Milk/Choice of Juice
<b><u>DINNER</u></b>	5:30-6:30pm <b>Taco Bar (6" tortilla and/or tortilla chips)</b> <b>Choice of: Taco Meat, Salsa Chicken, Veggie Chili</b>  Black Beans and Corn Fresh Fruit Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Jell-O	5:30-6:30pm <b>Chicken Smackers</b> <b>Macaroni &amp; Cheese</b>  Green Beans Fresh Fruit Salad Bar Salad Bar w/ Baked Potato (butter, sour cream) Milk/Choice of Juice/Ice water Warm Cinnamon Apples	
<b><u>SNACK</u></b>	<b>Fresh Fruit</b>	<b>Fresh Fruit</b>	

-  Salad Bar includes yogurt, cheese, field greens, seasonal fruits and vegetables, and much, much more.
-  Limited peanut butter and jelly uncrustables will be available at all meals.
-  Menu subject to change due to product availability.
-  Harford Glen menu, allergen and nutritional information available at [www.HCPSMenus.com](http://www.HCPSMenus.com).
-  Medical documentation for special diet accommodations must be submitted with required Harford Glen paperwork. Please contact the Harford Glen nurse at 410-638-3903 for instructions and the Special Diet Accommodations Form.
-   - Vegetarian option





**HARFORD COUNTY PUBLIC SCHOOLS  
MEDICATION POLICY AND PERMISSION FORM**

It is the policy of Harford County Public Schools to prohibit students from possessing or using prescription/over-the-counter medication on school buses or on school property. Note: **a student may NOT carry pills, capsules, or liquid medication** at any time.

- The medication and completed Medication Policy and Permission Form must be brought to the health suite by a parent/guardian or responsible adult. Students are not permitted to carry medication on school buses or on school grounds. Under extenuating circumstances, there may be exceptions. This is for the safety of all students.
- Prescription medications must be in a labeled prescription container with specific instructions that match the following order.
- Over the counter medications must be in the original container.
- A new form is needed each new school year and for all changes in medication, dose, or time.
- All medication not picked up by the last day of school will be destroyed.

**HEALTH CARE PROVIDER INSTRUCTIONS FOR GIVING MEDICATION IN SCHOOL**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Allergies: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Route: \_\_\_\_\_

Reason for Administration: \_\_\_\_\_

Exact Dose to be Given (Must specify in mg and/or # of Puffs) \_\_\_\_\_

Time/Frequency of Administration: \_\_\_\_\_ If PRN, Frequency: \_\_\_\_\_

IF PRN, for what symptoms: \_\_\_\_\_

Duration of Administration: \_\_\_\_\_

Relevant Side Effects: None Expected: \_\_\_\_\_ Specify: \_\_\_\_\_

Any additional instructions or follow-up: \_\_\_\_\_

**HEALTH CARE PROVIDER SIGNATURE: (required):** \_\_\_\_\_

Health Care Provider Name **Printed:** \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PHYSICIAN STAMP:          
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**PARENT/LEGAL GUARDIAN AUTHORIZATION**

- I request designated school personnel to administer the medication as prescribed by the above health care provider.
- I certify that I have legal authority to consent to medical treatment for the student named above, including the administration of medication at school.
- I authorize the school nurse to communicate with the health care provider as needed.

Early dismissal days: Administer Medication: \_\_\_\_\_ Omit Medication: \_\_\_\_\_

Delayed opening days: Administer Medication at usual time: Yes  No  Alternate time to administer \_\_\_\_\_

**Harford Glen Only:** On departure day, No lunchtime medications will be administered

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_





**HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER**  
**DISMISSAL FORM**

This page is only to be used if the counselor is leaving and returning to Harford Glen on the same day.

**You can only be an effective volunteer if you are present!**  
**Please limit your time away from Harford Glen to one time each session.**

Please excuse \_\_\_\_\_  
from Harford Glen on the following date and times:

DATE \_\_\_\_\_ TIME LEAVING \_\_\_\_\_ TIME RETURNING \_\_\_\_\_

Reason for leaving:

Check One:

- My child will drive himself or herself
- I will be providing the transportation
- My child is allowed to drive/ride with

\_\_\_\_\_

Counselors must sign in and out at the nurse's office.

\_\_\_\_\_  
PARENT/GUARDIAN PRINTED NAME

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
HOME NUMBER

\_\_\_\_\_  
CELL NUMBER

\_\_\_\_\_  
WORK NUMBER





# **HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER** **COUNSELOR PERMISSION FORM**

*\*Required\**

My child, \_\_\_\_\_, has my permission to participate as a high school counselor volunteer in the residential outdoor education program at the Harford Glen Environmental Education Center.

In the event of an emergency, please contact me:

\_\_\_\_\_

Home Phone	Cell Phone	Work Phone
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In the event you cannot contact me, please contact the following person:

ALTERNATIVE CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

**PLEASE RESPOND:** I give permission for the image/photograph of my child to be posted in a printed publication or on Harford County Public School websites and social media sites such as Twitter, Instagram, Facebook, etc. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.  Yes  No

### **ACKNOWLEDGEMENT**

I understand that my child's participation in this program is voluntary and that there are risks involved in this participation that would be present for all types of physical activity. I acknowledge that neither protective equipment, safety rules, nor instruction will prevent all injuries. I will seek to communicate any concerns I have about this activity and ask questions as they arise. I state that I have/my child has read and agree(s) to abide by the terms and conditions set forth in the HCPS policies/procedures, and to abide by all decisions made by teachers, staff, and those in authority. I agree that my child's participation in this trip may at any time be terminated by HCPS in light of my child's failure to follow these rules, or for any reason deemed to be in the best interest of the safety/security of HCPS students/staff, and that my child may be sent home at my own expense. I understand that if I use my private vehicle to transport my child on a field trip, I do so at my own risk.

Check One:

- My child will drive himself or herself home from Harford Glen
- I will be providing the transportation home from Harford Glen
- My child has my permission to drive/ride home from Harford Glen with

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature	Relationship to Child
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\_\_\_\_\_

Printed Parent/Guardian Name	Date
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## **HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER**

### **PARTICIPATION NOTIFICATION**

Complete this form and give it to your homeroom teacher one week before participating in your Harford Glen session.

HOMEROOM TEACHER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

SESSION DATES \_\_\_\_\_

I have been chosen to volunteer as a counselor for the Harford Glen Fifth Grade Outdoor Education Program. Since Harford Glen is a division of Harford County Public Schools, I should not be marked absent during my session. Please note the dates of my session and mark me "present" when taking attendance each day.

If I do not participate in the program for some reason, I will inform you and Harford Glen will notify our attendance secretary.

STUDENT SIGNATURE \_\_\_\_\_









**HARFORD GLEN ENVIRONMENTAL EDUCATION CENTER**  
**ASSIGNMENT SHEET**

Give this sheet to your teacher at least one week before your Harford Glen session.

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Dates of My Session**

I have been chosen to volunteer as a counselor for the Harford Glen Fifth Grade Outdoor Education Program. Although participation takes me away from classes and activities at school, I know it will be a valuable learning opportunity for me as well as the fifth grade children. Organization, patience, self-discipline, problem-solving, and many other leadership skills will be practiced as I strive to be a worthy role model for the children and a valuable asset to the fifth grade classroom teachers and Harford Glen environmental educators.

I will finish all assignments listed below before returning to your class. Please allow me to make up tests or quizzes missed during my session.

\_\_\_\_\_  
**Teacher Name**

\_\_\_\_\_  
**Class**

Assignments:

**Thank you for your cooperation and support of Harford Glen and environmental literacy in Harford County Public Schools.**

Student Signature \_\_\_\_\_





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**Student Name**

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Student Signature \_\_\_\_\_





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Student Signature \_\_\_\_\_





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**Student Name**

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**Teacher Name**

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Student Signature \_\_\_\_\_





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**Student Name**

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Student Signature \_\_\_\_\_

